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ABSTRACT

This document contains the occupational duty/task lists for 4 occupations in the commercial carpentry series. Each occupation is divided into a number of duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are carpenter, form builder/form setter, frame carpenter, and finish carpenter. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (KC)

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DUTY TASK LIST

CARPENTER
FORM BUILDER FORM SETTER
FRAME CARPENTER
FINISH CARPENTER

CE051524

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OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:
1-800-654-4502.
Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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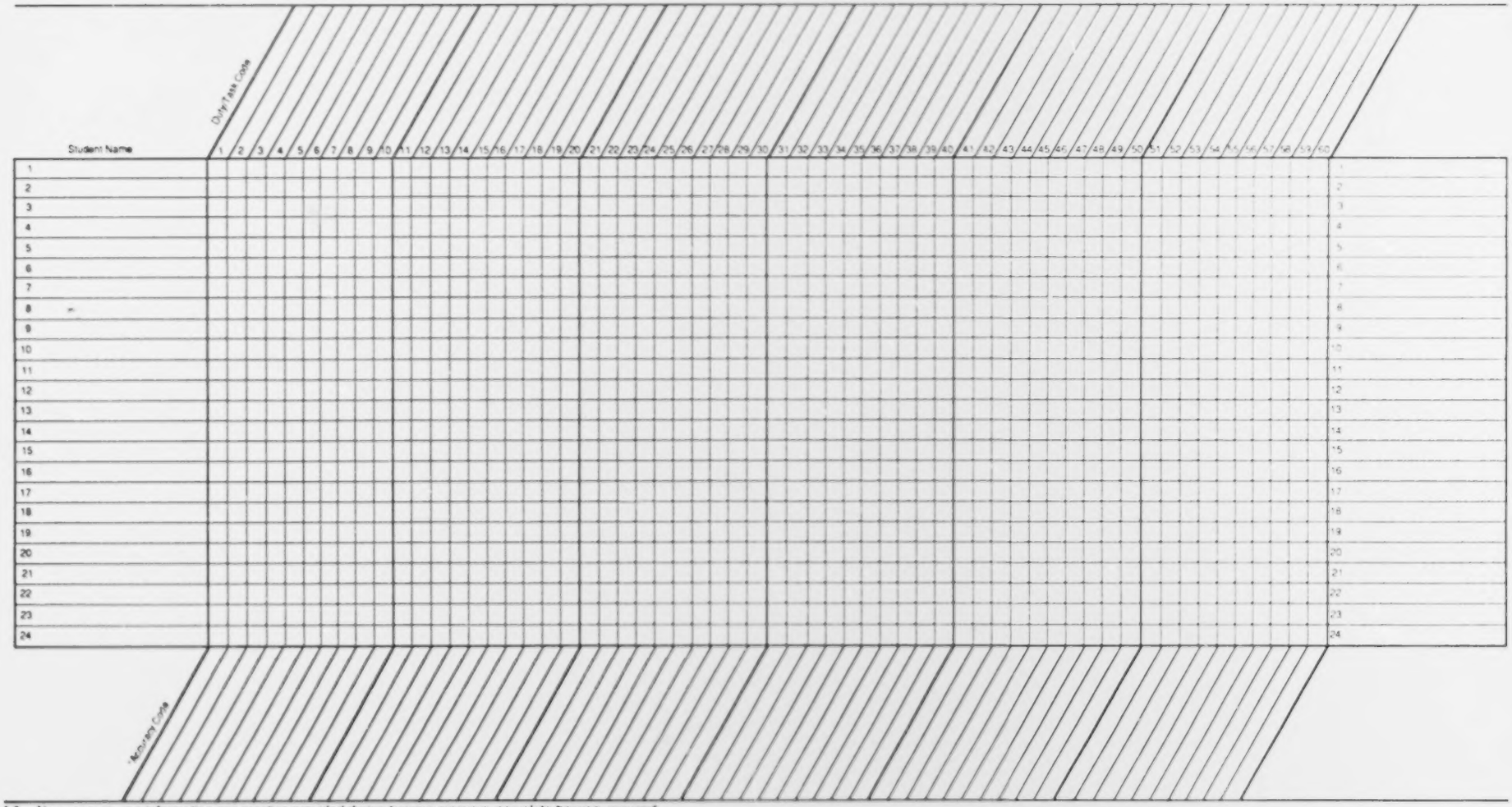
PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date



* 0 = No exposure - no information nor practice provided during training program; complete training required.
1 = Exposure only - general information provided with no practice time; close supervision needed and additional training required.
2 = Limited practice - has practiced during training program; additional training is required to develop skill.
3 = Moderately skilled - has performed independently during training program; limited additional training may be required.
4 = Skilled - can perform independently with no supervision.

This chart may be duplicated as needed.

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DUTY/TASK LISTS

COMMERCIAL CARPENTRY SERIES

OCCUPATIONS:

1. CARPENTER
2. FORM BUILDER/FORM SETTER
3. FRAME CARPENTER
4. FINISH CARPENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

COMMERCIAL CARPENTRY SERIES

OCCUPATION 1: CARPENTER

DUTIES:

A. Construct, Set, and Disassemble Footing Forms
B. Construct, Set, and Disassemble Edge Forms on Grade
C. Construct, Set, and Disassemble Wall Forms
D. Construct, Set, and Disassemble On-Grade Curb Forms
E. Construct, Set, and Disassemble Forms for Vertical Piers and Columns
F. Construct and Disassemble Horizontal Beam Forms
G. Construct and Disassemble Above Grade Slab Systems
H. Construct and Disassemble Fireproof Encasement Forms
I. Construct and Disassemble Stair Forms
J. Construct and Disassemble the Forms and Supports for a Bridge Deck
K. Frame Walls and Ceilings
L. Construct and Install Trusses
M. Install Metal Stud Walls
N. Install Insulation in Foundations, Walls, and Ceilings
O. Install Drywall on Walls and Ceilings
P. Finish Interior Walls, Ceilings, Doors, Windows, and Trim
Q. Install Exterior Doors and Hardware (Wood and Metal Doors)

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **CARPENTER**

DUTY: **Construct, Set, and Disassemble Footing Forms**

CODE	TASK	TAUGHT	COMMENTS
A.01	Construct, set, and disassemble the forms for a continuous footing		
A.02	Construct, set, and disassemble the forms for a pile cap		
A.03	Construct, set, and disassemble the forms for a pier footing		
A.04	Construct, set, and disassemble the forms for a grade beam and base plate		
A.05	Erect batterboards and locate building lines		
A.06	Lay out footings		

OCCUPATION: **CARPENTER**

DUTY: **Construct, Set, and Disassemble Edge Forms on Grade**

CODE	TASK	TAUGHT	COMMENTS
B.01	Construct, set, and disassemble the edge forms for a slab-on-grade without foundation		
B.02	Construct, set, and disassemble the edge forms for a slab-on-grade with foundation		
B.03	Construct, set, and disassemble screeds for an edge-form project		
B.04	Estimate the volume of concrete needed for a wall, footing, or foundation		
B.05	Place concrete in walls, footings, and foundations (install reinforcing, install keyways and dowels, place and vibrate concrete, screed and finish concrete...)		

OCCUPATION: **CARPENTER**

DUTY: **Construct, Set, and Disassemble Wall Forms**

CODE	TASK	TAUGHT	COMMENTS
C.01	Estimate the amount of concrete needed to build a wall		
C.02	Estimate the materials needed to build a wall frame		
C.03	Construct, set, and disassemble a wall form made of patented forms		
C.04	Construct, set, and disassemble a battered wall form made of gang forms		
C.05	Construct, set, and disassemble a wall form made of panel forms		
C.06	Construct a pilaster form		
C.07	Estimate the materials needed to construct wall, footing, and foundation forms		
C.08	Construct and disassemble wall, footing, and foundation forms		

OCCUPATION: CARPENTER

DUTY: Construct, Set, and Disassemble On-Grade Curb Forms

CODE	TASK	TAUGHT	COMMENTS
D.01	Construct and disassemble straight, partially battered and/or fully battered curb forms (wooden)		
D.02	Construct and disassemble curb and cutter forms (wooden) (combined with D.1)		
D.03	Set metal and/or patented curb and gutter forms		
D.04	Construct a head wall form		

OCCUPATION: **CARPENTER**

DUTY: **Construct, Set, and Disassemble Forms for Verticle Piers and Columns**

CODE	TASK	TAUGHT	COMMENTS
E.01	Construct, set, and disassemble the forms for a square column		
E.02	Construct, set, and disassemble the forms for a round column		

OCCUPATION: CARPENTER

DUTY: Construct and Disassemble Horizontal Beam Forms

CODE	TASK	TAUGHT	COMMENTS
F.01	Construct and disassemble a spandrel beam form		
F.02	Construct and disassemble an interior beam form		
F.03	Construct and disassemble a post-tensioned inverted beam form		
F.04	Construct and disassemble a plate girder form		

OCCUPATION: CARPENTER

DUTY: Construct and Disassemble Above Grade Slab Systems

CODE	TASK	TAUGHT	COMMENTS
G.01	Construct and disassemble the forms for a one-way joist system		
G.02	Construct and disassemble the forms for a two-way joist system		
G.03	Set concealed void tubes		
G.04	Set the screeds on a deck for a flat slab column		

OCCUPATION: CARPENTER

DUTY: Construct and Disassemble Fireproof Encasement Forms

CODE	TASK	TAUGHT	COMMENTS
H.01	Construct a fireproof encasement form for metal columns or beams		
H.02	Spray fireproofing on metal columns or beams		

OCCUPATION: CARPENTER

DUTY: Construct and Disassemble Stair Forms

CODE	TASK	TAUGHT	COMMENTS
I.01	Construct the forms for solid stairs		
I.02	Construct the forms for earth-supported stairs with open sides		
I.03	Construct the forms for suspended stairs with open sides		

OCCUPATION: CARPENTER

DUTY: Construct and Disassemble the Forms and Supports for a Bridge Deck

CODE	TASK	TAUGHT	COMMENTS
J.01	Construct the forms for a bridge deck column		
J.02	Construct the supports for bridge deck forms		

OCCUPATION: **CARPENTER**

DUTY: **Frame Walls and Ceilings**

CODE	TASK	TAUGHT	COMMENTS
K.01	Compute the length of a regular stud, the rough opening dimensions for windows and doors, or header lengths		
K.02	Estimate materials for wall and partition framing		
K.03	Layout wall and partition locations on the floor and on plates		
K.04	Cut studs, trimmers, cripples, and headers to length; build corners, T's, and headers		
K.05	Construct wall sections		
K.06	Determine the allowable span for ceiling joists of different sizes, estimate the materials for ceiling joists, and layout and install ceiling joists or stiffbacks		
K.07	Compute the length of roof members (common rafters, hip rafters, jack rafters, ridge boards)		

OCCUPATION: CARPENTER

DUTY: Construct and Install Trusses

CODE	TASK	TAUGHT	COMMENTS
L.01	Construct a Howe truss		
L.02	Erect trusses by hand		
L.03	Erect trusses with a light crane		

OCCUPATION: CARPENTER

DUTY: Install Metal Stud Walls

CODE	TASK	TAUGHT	COMMENTS
M.01	Layout wall lines, corners, partitions, and openings		
M.02	Install a metal stud wall		
M.03	Install a metal door frame		
M.04	Install a knockdown-type metal door frame		

OCCUPATION: CARPENTER

DUTY: Install Insulation in Foundations, Walls, and Ceilings

CODE	TASK	TAUGHT	COMMENTS
N.01	Estimate the type and amount of insulation needed by a structure		
N.02	Install the vapor barrier and insulation for a concrete slab		
N.03	Install the vapor barrier and insulation for a structure's walls		
N.04	Install the vapor barrier and insulation for a structure's ceilings or roof		
N.05	Estimate the material to finish a roof (underlayment, shingles, caps, louvers, and vents)		
N.06	Install shingles (wood and asphalt)		

OCCUPATION: CARPENTER

DUTY: Install Drywall on Walls and Ceilings

CODE	TASK	TAUGHT	COMMENTS
0.01	Estimate the materials needed to drywall a structure		
0.02	Install gypsum wallboard on walls and ceilings		
0.03	Finish wallboard joints and depressions		
0.04	Apply laminated gypsum wallboard		

OCCUPATION: CARPENTER

DUTY: Finish Interior Walls, Ceilings, Doors, Windows, and Trim

CODE	TASK	TAUGHT	COMMENTS
P.01	Estimate the materials needed to trim a room		
P.02	Install paneling, trim, furring strips, on a masonry wall		
P.03	Install ceiling tile over drywall		
P.04	Install ceiling tile on furring strips attached to ceiling joists		
P.05	Install a suspended ceiling system		
P.06	Install interior doors and trim		
P.07	Install interior window and trim		
P.08	Install cabinets and mill work		

OCCUPATION: CARPENTER

DUTY: Install Exterior Doors and Hardware (Wood and Metal Doors)

CODE	TASK	TAUGHT	COMMENTS
Q.01	Install a metal threshold on a concrete floor		
Q.02	Order materials used in door installation		
Q.03	Install an exterior prehung door unit		
Q.04	Install entry door frame, casing, door, and lock		
Q.05	Install weather stripping		
Q.06	Install door frame and inside jambs for an overhead door		
Q.07	Estimate the materials to side and trim a house (both gable and hip roofs)		
Q.08	Apply sheathing and siding		
Q.09	Apply exterior trim		
Q.10	Finish an eave/cornice		

DUTY/TASK LIST

COMMERCIAL CARPENTRY SERIES

OCCUPATION 2: FORM BUILDER/FORM SETTER

DUTIES:

A. Construct, Set, and Disassemble Footing Forms
B. Construct, Set, and Disassemble Edge Forms on Grade
C. Construct, Set, and Disassemble Wall Forms
D. Construct, Set, and Disassemble On-Grade Curb Forms
E. Construct, Set, and Disassemble Forms for Vertical Piers and Columns
F. Construct and Disassemble Horizontal Beam Forms
G. Construct and Disassemble Above Grade Slab Systems
H. Construct and Disassemble Fireproof Encasement Forms
I. Construct and Disassemble Stair Forms
J. Construct and Disassemble the Forms and Supports for a Bridge Deck

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: FORM BUILDER/FORM SETTER

DUTY: Construct, Set, and Disassemble Footing Forms

CODE	TASK	TAUGHT	COMMENTS
A.01	Construct, set, and disassemble the forms for a continuous footing		
A.02	Construct, set, and disassemble the forms for a pile cap		
A.03	Construct, set, and disassemble the forms for a pier footing		
A.04	Construct, set, and disassemble the forms for a grade beam and base plate		
A.05	Erect batterboards and locate building lines		
A.06	Lay out footings		

OCCUPATION: FORM BUILDER/FORM SETTER

DUTY: Construct, Set, and Disassemble Edge Forms on Grade

CODE	TASK	TAUGHT	COMMENTS
B.01	Construct, set, and disassemble the edge forms for a slab-on-grade without foundation		
B.02	Construct, set, and disassemble the edge forms for a slab-on-grade with foundation		
B.03	Construct, set, and disassemble screeds for an edge-form project		
B.04	Estimate the volume of concrete needed for a wall, footing, or foundation		
B.05	Place concrete in walls, footings, and foundations (install reinforcing, install keyways and dowels, place and vibrate concrete, screed and finish concrete...)		

OCCUPATION: FORM BUILDER/FORM SETTER

DUTY: Construct, Set, and Disassemble Wall Forms

CODE	TASK	TAUGHT	COMMENTS
C.01	Estimate the amount of concrete needed to build a wall		
C.02	Estimate the materials needed to build a wall frame		
C.03	Construct, set, and disassemble a wall form made of patented forms		
C.04	Construct, set, and disassemble a battered wall form made of gang forms		
C.05	Construct, set, and disassemble a wall form made of panel forms		
C.06	Construct a pilaster form		
C.07	Estimate the materials needed to construct wall, footing, and foundation forms		
C.08	Construct and disassemble wall, footing, and foundation forms		

OCCUPATION: FORM BUILDER/FORM SETTER

DUTY: Construct, Set, and Disassemble On-Grade Curb Forms

CODE	TASK	TAUGHT	COMMENTS
D.01	Construct and disassemble straight, partially battered and/or fully battered curb forms (wooden)		
D.02	Construct and disassemble curb and cutter forms (wooden) (combined with D.1)		
D.03	Set metal and/or patented curb and gutter forms		
D.04	Construct a head wall form		

OCCUPATION: FORM BUILDER/FORM SETTER

DUTY: Construct, Set, and Disassemble Forms for Verticle Piers and Columns

CODE	TASK	TAUGHT	COMMENTS
E.01	Construct, set, and disassemble the forms for a square column		
E.02	Construct, set, and disassemble the forms for a round column		

OCCUPATION: **FORM BUILDER/FORM SETTER**

DUTY: **Construct and Disassemble Horizontal Beam Forms**

CODE	TASK	TAUGHT	COMMENTS
F.01	Construct and disassemble a spandrel beam form		
F.02	Construct and disassemble an interior beam form		
F.03	Construct and disassemble a post-tensioned inverted beam form		
F.04	Construct and disassemble a plate girder form		

OCCUPATION: **FORM BUILDER/FORM SETTER**

DUTY: **Construct and Disassemble Above Grade Slab Systems**

CODE	TASK	TAUGHT	COMMENTS
G.01	Construct and disassemble the forms for a one-way joist system		
G.02	Construct and disassemble the forms for a two-way joist system		
G.03	Set concealed void tubes		
G.04	Set the screeds on a deck for a flat slab column		

OCCUPATION: FORM BUILDER/FORM SETTER

DUTY: Construct and Disassemble Fireproof Encasement Forms

CODE	TASK	TAUGHT	COMMENTS
H.01	Construct a fireproof encasement form for metal columns or beams		
H.02	Spray fireproofing on metal columns or beams		

OCCUPATION: FORM BUILDER/FORM SETTER

DUTY: Construct and Disassemble Stair Forms

CODE	TASK	TAUGHT	COMMENTS
I.01	Construct the forms for solid stairs		
I.02	Construct the forms for earth-supported stairs with open sides		
I.03	Construct the forms for suspended stairs with open sides		

OCCUPATION: **FORM BUILDER/FORM SETTER**

DUTY: **Construct and Disassemble the Forms and Supports for a Bridge Deck**

CODE	TASK	TAUGHT	COMMENTS
J.01	Construct the forms for a bridge deck column		
J.02	Construct the supports for bridge deck forms		

DUTY/TASK LIST

COMMERCIAL CARPENTRY SERIES

OCCUPATION 3: FRAME CARPENTER

DUTIES:
- K. Frame Walls and Ceilings
- L. Construct and Install Trusses
- M. Install Metal Stud Walls
- N. Install Insulation in Foundations, Walls, and Ceilings

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **FRAME CARPENTER**

DUTY: **Frame Walls and Ceilings**

CODE	TASK	TAUGHT	COMMENTS
K.01	Compute the length of a regular stud, the rough opening dimensions for windows and doors, or header lengths		
K.02	Estimate materials for wall and partition framing		
K.03	Layout wall and partition locations on the floor and on plates		
K.04	Cut studs, trimmers, cripples, and headers to length; build corners, T's, and headers		
K.05	Construct wall sections		
K.06	Determine the allowable span for ceiling joists of different sizes, estimate the materials for ceiling joists, and layout and install ceiling joists or stiffbacks		
K.07	Compute the length of roof members (common rafters, hip rafters, jack rafters, ridge boards)		

OCCUPATION: **FRAME CARPENTER**

DUTY: **Construct and Install Trusses**

CODE	TASK	TAUGHT	COMMENTS
L.01	Construct a Howe truss		
L.02	Erect trusses by hand		
L.03	Erect trusses with a light crane		

OCCUPATION: **FRAME CARPENTER**

DUTY: **Install Metal Stud Walls**

CODE	TASK	TAUGHT	COMMENTS
M.01	Layout wall lines, corners, partitions, and openings		
M.02	Install a metal stud wall		
M.03	Install a metal door frame		
M.04	Install a knockdown-type metal door frame		

OCCUPATION: **FRAME CARPENTER**

DUTY: **Install Insulation in Foundations, Walls, and Ceilings**

CODE	TASK	TAUGHT	COMMENTS
N.01	Estimate the type and amount of insulation needed by a structure		
N.02	Install the vapor barrier and insulation for a concrete slab		
N.03	Install the vapor barrier and insulation for a structure's walls		
N.04	Install the vapor barrier and insulation for a structure's ceilings or roof		
N.05	Estimate the material to finish a roof (underlayment, shingles, caps, louvers, and vents)		
N.06	Install shingles (wood and asphalt)		

DUTY/TASK LIST

COMMERCIAL CARPENTRY SERIES

OCCUPATION 4: FINISH CARPENTER

DUTIES:
- O. Install Drywall on Walls and Ceilings
- P. Finish Interior Walls, Ceilings, Doors, Windows, and Trim
- Q. Install Exterior Doors and Hardware (Wood and Metal Doors)

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **FINISH CARPENTER**

DUTY: **Install Drywall on Walls and Ceilings**

CODE	TASK	TAUGHT	COMMENTS
0.01	Estimate the materials needed to drywall a structure		
0.02	Install gypsum wallboard on walls and ceilings		
0.03	Finish wallboard joints and depressions		
0.04	Apply laminated gypsum wallboard		

OCCUPATION: FINISH CARPENTER

DUTY: Finish Interior Walls, Ceilings, Doors, Windows, and Trim

CODE	TASK	TAUGHT	COMMENTS
P.01	Estimate the materials needed to trim a room		
P.02	Install paneling, trim, furring strips, on a masonry wall		
P.03	Install ceiling tile over drywall		
P.04	Install ceiling tile on furring strips attached to ceiling joists		
P.05	Install a suspended ceiling system		
P.06	Install interior doors and trim		
P.07	Install interior window and trim		
P.08	Install cabinets and mill work		

OCCUPATION: **FINISH CARPENTER**

DUTY: **Install Exterior Doors and Hardware (Wood and Metal Doors)**

CODE	TASK	TAUGHT	COMMENTS
Q.01	Install a metal threshold on a concrete floor		
Q.02	Order materials used in door installation		
Q.03	Install an exterior prehung door unit		
Q.04	Install entry door frame, casing, door, and lock		
Q.05	Install weather stripping		
Q.06	Install door frame and inside jambs for an overhead door		
Q.07	Estimate the materials to side and trim a house (both gable and hip roofs)		
Q.08	Apply sheathing and siding		
Q.09	Apply exterior trim		
Q.10	Finish an eave/cornice		